



OUTPATIENT PHARMACY (OP)

USER MANUAL

Version 7.0
December 1997

(Revised December 2002)

Revision History

The table below lists changes made since the initial release of this manual. Update an existing manual with the Change Pages document or print out the entire updated manual.

Date	Revised Pages	Patch Number	Description
12/2002	i, ii; (35)-36.	PSO*7*122	Edited Section 5.1.4. to reflect that the <i>Register Clozapine Patient</i> option no longer checks for ZIP code, date of birth, race, and ethnicity.
12/2002	i.-ii.; (vii)-viii 95-(96), 97-98, 99-(100); (193)-194	PSO*7*127	Updated the Revision History page, Table of Contents, and Index. Added the <i>Patient Address Changes Report</i> option to the <i>Supervisor</i> menu. Inserted a new subsection for the <i>Patient Address Changes Report</i> option, causing subsections to renumber.
02/2002	i.-ii.; v.-xii.; (1)-2; 9-(10), 13-(16); 38a-38b 93-94, (147)-(150); 193-194; (3)-6, 75-(76), (161b)-162, 167-(168), (185)-186, 190a,190b.	PSO*7*97	Reissued corrected pages released with patches PSO*7*71 and PSO*7*80. Corrected PSO*7*80 release date and updated changed/unchanged pages listed in Revision History; Corrected Table of Contents typographical errors (change page document only); Corrected revised date for Technical Manual/Security Guide; Corrected error in header (pp. 9, 13 and 15); Corrected page numbering in full manual only; Renumbered subsections and corrected order of options to match menu list (pp. 148-149 only); Update Index for <i>Free Text Dosage Report</i> ; Corrected footer information (date and patch number).

Revision History

Date	Revised Pages	Patch Number	Description
11/26/01	i., (ii), v-xii (1)-4, 5-6 37-38f (55)-(58), 61-(64), 69, 69a-b, 70, 75-78, 91-94, (119)-120, (123)-124b, 125-126, (129)-132 (145)-148, 157-(162), 167-168b 185-186 190a-190b	PSO*7*71 PSO*7*80 PSO*7*71 PSO*7*80 PSO*7*71	<p>Updated Revision History and Table of Contents. Combined Copay menu <i>Remove Copay Charge</i> and <i>Reset Copay Status</i> options into a <i>Reset Copay Status/Cancel Charges</i> option.</p> <p>Updated Output Reports Menu Completely revised Section 6. "Handling Copay Charges."</p> <p>Inserted new "<i>Free Text Dosage Report</i> [PSO DOSAGE REPORT]" option and adjusted subsequent report sections. Updated sections in "Outpatient Pharmacy Manager Menu", "Pharmacist Menu", and "Pharmacy Technician's Menu" on copay checks, release functions and activity logs.</p> <p>Included expanded explanation of the CONJUNCTION field and that a default QTY is not calculated when EXCEPT is used in a complex order.</p> <p>Included unchanged pages needed for two-sided copying (shown in parentheses).</p> <p>NOTE: Inserted additional text shifted some unchanged text from original page locations.</p>
09/24/01	All pages	N/A	Complete revision. Added Revision History Page. Re-formatted the entire manual to meet national and local documentation standards. Updated <i>Rx Processing</i> and <i>Patient Prescription Processing</i> options to reflect changes from the Pharmacy Ordering Enhancements (POE) project, for Outpatient Pharmacy, patch PSO*7*46. Updated Appendix A, "Creating the Sig," and added Appendix B, "Calculating Qty."
12/97			Original release of V. 7.0 User Manual.

dose specified by the dose pack. This entry should be between 12.5 and 900, in increments of 12.5 mg/day. If it is not, a prompt will display asking for the dosage to be confirmed.

5.1.1. Display Lab Tests and Results **[PSOLAB LIST]**

With this option, lab test results for patients receiving Clozapine can be displayed and monitored. This option should be assigned to all appropriate pharmacists. Monitoring lab test results is required by the Circular 10-90-059 regarding patient management protocol for the use of Clozapine and should be run as specified in the circular. Date ranges for prescription fills should be 7 or 14 days and ranges for lab tests should be at least 30 days.

5.1.2. Edit Data for a Patient in the Clozapine Program **[PSOL EDIT]**

Use this option to edit data for a patient who has already been enrolled in the Clozapine treatment program. It is typically used to re-register a patient whose treatment has been discontinued and who has rejoined the program.

There are two statuses, Pre-Treatment and Active Treatment, that can be selected. Two other statuses, Treatment on Hold and Discontinued, are set by the background job and require the patient to be re-registered.

The Pre-Treatment status is for a patient registered but never receiving a prescription. If after four weeks (28 days prior to the start date listed for the data collection) the patient does not receive a prescription, the patient status is changed to Discontinued by the background job and the patient must be re-registered.

The Active status is for a patient that has had a prescription within the last 7 or 14 days. If the most recent prescription is over 14 days old, the patient status is changed to Treatment on Hold by the background job and the patient must be re-registered.



Sex, race, and ZIP Code should be registered for each patient through Medical Administration Service (MAS)/Business Management Office.

5.1.3. List of Override Prescriptions **[PSOLIST OVERRIDES]**

As described in Circular 10-90-059, a list of Clozapine prescriptions entered can be generated by overriding the lockout. This option should be assigned to appropriate pharmacists and should be run weekly.

5.1.4. Register Clozapine Patient

[PSOL REGISTER PATIENT]

This option is used to register patients authorized to receive Clozapine by VHA's National Clozapine Coordinating Center (NCCC). Data required by manufacturers of the drug Clozapine is entered into the PHARMACY PATIENT file through this option. Patients registered in this program must have a ZIP Code, date of birth, race, and sex entered in the PATIENT file.